

Chief, Management Staff

15 June 1956

Chief, Records Management Staff

Weekly Report - Week Ending 13 June 1956

1. The first transfer of special intelligence records from the DD/I area, 1 1/2 cubic feet, was made to the Records Center.
2. Ten new and 7 revised forms were completed.
3. A monthly report on the status of the Office of Communications contracts prepared by the Office of Logistics has been eliminated as the result of the reports management program.
4. A preliminary records control schedule for all organizational units in the Office of Personnel has been completed and submitted to them for comment.
5. The Records Center received 601 cubic feet of inactive records, an average of over 120 per work day, for this reporting period.

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MgtS/RMS/[REDACTED]:pat (6/15/56)

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